KRONOS TRANSFER SET MAINTENANCE

A transfer set consists of your Labor Level Set and Organizational Set. Labor Level Sets and Organizational Maps are similar – both can track labor and identify work assignments, but they have different tracking purposes.

- Labor accounts are used for reporting different funds, KRA, Service to, and Source types that hours are charged to.
- Organizational Sets represent Departments, Divisions, Sections and Jobs that employees can select.

Labor Level Sets:
-Define which FUND/KRA an employee can bill their time to

Organizational Sets perform two major functions:
1) Manage the jobs or activities that people can view/access (Organizational Set)
2) Define who people are (what type of Function Access Profile) and who they report to

Organizational Sets are a reflection of your PeopleSoft HR/Payroll employee Kronos data AND your budget.

How-To:

From TOOLBAR - Select COMMON SET UP, drill down to ORGANIZATIONAL SET. Scroll to your set name, click and you will see your department and divisions.

The checked box indicates what people assigned to this particular organizational set will be able to report time to. By clicking the + button, you can see the sections within the division that are within the organizational set.

From TOOLBAR - Select COMMON SET UP, drill down to LABOR LEVEL SET. Scroll to your set name. The description to the right of the name of the Labor Level set will indicate the type of funds that people assigned to this labor level set will be able to charge time to. When you click into each level you will see the funds and KRA's that employees assigned to this labor level will be able to charge time to.